

VCAP PY26 Update Webinar

This meeting will be recorded & available on the VASWCD VCAP Employee Resources Page

Please mute your microphone

Agenda

VASWCD Board of Directors Role

PY26 VCAP Submission Schedule

Programmatic Review & Updates

Form Review & Updates

VCAP Implementation & Design Manual, Tenth Edition

- BMP Specification Updates

VCAP PY2026 Schedule

Water Cooler Chat (2 PM)	Submission Deadline (5 PM)	Revision Deadline (5 PM)	Steering Committee Meeting (9 AM)
Tues, July 8, 2025	Fri, July 11, 2025	Fri, July 18, 2025	Fri, July 25, 2025
Tues, August 12, 2025	Fri, August 15, 2025	Fri, August 22, 2025	Thurs , August 28, 2025 <i>*Early</i>
Tues, September 9, 2025	Fri, September 12, 2025	Fri, September 19, 2025	Fri, September 26, 2025
Tues, October 14, 2025	Fri, October 17, 2025	Fri, October 24, 2025	Fri, October 31, 2025
Weds , November 5, 2025 <i>*Early</i>	Fri, November 7, 2025 <i>*Early</i>	Fri, November 14, 2025 <i>*Early</i>	Fri, November 21, 2025 <i>*Early</i>
<i>December Water Cooler Chat and Steering Committee Meeting Cancelled for VASWCD Annual Meeting</i>			
Tues, January 13, 2026	Fri, January 16, 2026	Fri, January 23, 2026	Fri, January 30, 2026
Tues, February 10, 2026	Fri, February 13, 2026	Fri, February 20, 2026	Fri, February 27, 2026
Tues, March 10, 2026	Fri, March 13, 2026	Fri, March 20, 2026	Fri, March 27, 2026
Tues, April 7, 2026	Fri, April 10, 2026	Fri, April 17, 2026	Fri, April 24, 2026
Tues, May 12, 2026	Fri, May 15, 2026	Fri, May 22, 2026	Fri, May 29, 2026
Tues, June 9, 2026	Fri, June 12, 2026	Thurs , June 18, 2026 <i>*Early</i>	Fri, June 26, 2026

*No change to general monthly schedule; Applications and Payment Request materials due two weeks prior to Steering Committee meetings

VASWCD Board Role

State approved funding continues to pass through agencies to VASWCD, and VASWCD continues to have full oversight of VCAP.

There were formality changes that include the following:

- The VASWCD Board, based on recommendations from the VCAP Steering Committee, approves the VCAP Manual.
- The VCAP Program Year timeline has been updated to better align with the VACS timeline.
- The VASWCD Board approves the membership of both the Steering Committee and the Technical Advisory Committee.

*No change to reimbursement rates or caps currently, variable lifespan (either 5 or 10 years) still available for select practices

PY26 VCAP Cost-Share Rates & Caps			
BMP Type	Variable Lifespan	Reimbursement Rate	Reimbursement Cap
Conservation Landscaping (CL) ■ CL-1 Meadow ■ CL-2 Tree Planting ■ CL-3 Mixed Planting Bed ■ CL-4 Filter Strip ■ CL-5 Riparian Buffer	5 years	35% of total eligible cost up to cap	\$7,000.00
	10 years	80% of total eligible cost up to cap	\$7,000.00
Rain Garden (RG)	5 years	35% of total eligible cost up to cap	\$7,000.00
	10 years	80% of total eligible cost up to cap	\$7,000.00
Dry Well (DW)	5 years	35% of total eligible cost up to cap	\$7,000.00
	10 years	80% of total eligible cost up to cap	\$7,000.00
Rainwater Harvesting (RWH)	5 years	\$1.50 per gallon of treatment volume*	\$20,000.00
	10 years	\$4.00 per gallon of treatment volume*	\$20,000.00
BMP Type	Mandatory Lifespan	Reimbursement Rate	Reimbursement Cap
Impervious Surface Removal (ISR)	10 years	\$5.00 per square foot	\$20,000.00
Permeable Pavement (PP)	10 years	\$14.00 per square foot**	\$20,000.00
Vegetated Stormwater Conveyance (VSC) ■ VSC-DS Dry Swale ■ VSC-WS Wet Swale ■ VSC-SPCS Step Pool Conveyance System	10 years	80% of total eligible cost up to cap	\$20,000.00
Constructed Wetland (CW)	10 years	80% of total eligible cost up to cap	\$20,000.00
Bioretention (BR)	10 years	80% of total eligible cost up to cap	\$30,000.00
Infiltration (IF)	10 years	80% of total eligible cost up to cap	\$30,000.00
Green Roof (GR)	10 years	\$20.00 per square foot	\$30,000.00
Living Shorelines (LS)	10 years	80% of total eligible cost up to cap	\$30,000.00
*Cost -share rate is applied to the 1-inch volume of runoff collected rounded up to the nearest gallon, not tank capacity. **All costs associated with Impervious Surface Removal (ISR) are considered a component cost of Permeable Pavement (PP). Applicants, including any entity or member of the same household, will be limited to \$50,000.00 in cost-share.			



VIRGINIA CONSERVATION ASSISTANCE PROGRAM
CONTRACT (Part I – Application for Program)

PY 2026

Application/Contract Number:	Application Date:
First Name:	Last Name:
Representative (if needed):	
Address:	City/County:
State:	Zip code:
Telephone Number:	
Email Address:	

APPLICANT'S REQUEST:

I agree to install and maintain all practices receiving financial incentives according to Program Specifications required at the time of installation/ payment approval of my application by the Board of Directors of the local Soil and Water Conservation District (the "Board"). I agree to allow appropriate agency personnel or their designee access to land under my control for the purpose of evaluation, design, construction and inspection of said practice(s) from this date forward through the required lifespan. I agree to refund all or part of the cost-share financial assistance I have received if my practice(s) is/are found not to meet program specifications required at the time of installation/payment, or if the practice(s) is/are removed or not properly maintained during the lifespan of the practice(s). I understand that the sale, lease, or changed use of the property will not exempt me from fulfilling this/these requirement(s) described herein. I also understand that my period of responsibility begins with the acceptance of payment and extends through the lifespan of the practice in accordance with Program requirements. Lifespan is defined as "the number of years a BMP must be maintained in accordance with Program standards. The lifespan begins on January 1 of the calendar year following steering committee approval of payment." A BMP is subject to verification checks throughout the practice lifespan. The voluntary participation in VCAP does not relieve or relinquish me from compliance with ordinances, laws and regulations that may exist at any level of government. I understand that applying to participate in any of the above listed program does not guarantee that any or all of my request will be funded. I understand that if the practice I am requesting cost-share funding for is located within the Chesapeake Bay watershed, nutrient and sediment reduction information related to that practice will be submitted to the Virginia Department of Environmental Quality for reporting to the Chesapeake Bay Program to determine progress made towards Chesapeake Bay pollution reduction targets.

Cost-share funds are considered income. Recipients of these funds are responsible for compliance with all applicable tax requirements including requirements of the Internal Revenue Service.

REMEDIES IF THIS AGREEMENT IS BREACHED:

If my practice(s) is/are found not to meet Program Specifications required at the time of approval of my application by the Board, then I agree to refund all of the cost-share financial assistance I have received. If the practice(s) is/are removed (in whole or in part) or not properly maintained during the lifespan of the practice(s), then I agree to refund all of the cost-share financial assistance I have received, minus a pro rata portion of the assistance from the number of months that my practice(s) had been previously in compliance, out of the number of months in the lifespan of the practice. Any refund shall be calculated with a penalty of 6% APR from the date of breach to the date of judgment, apart from post-judgment interest. In the event that demand is made for reimbursement and I fail or refuse to pay such reimbursement within 90 days of the demand, then I agree to pay any and all attorneys' fees for enforcement of this agreement.

Signature of Applicant

Date

Virginia Conservation Assistance Program Contract
Part I of III
Page 1 of 1



VIRGINIA CONSERVATION ASSISTANCE PROGRAM CONTRACT
(Part II – Technical Determination and SWCD Approval)

PY 2026

Applicant Name:	Representative (if needed):	Contract Number:
Address:	State:	Zip Code:
Telephone Number:	Email Address:	
Resource Concern: <input type="checkbox"/> Erosion <input type="checkbox"/> Poor Cover <input type="checkbox"/> Excess Runoff	Application Date:	
Address of BMP:		
City/County:		
State:	Zip code:	
Ranking Score:	Practice Code:	Practice Size (SF, LF, GA):
GPS Coordinates:	HUC:	
Dominant Land Use:	Contributing Drainage Area:	
Impervious Area Treated:	Impervious Area Removed:	
Are you receiving any other funding assistance for this project? Source and amount:		

STATEMENT OF TECHNICAL NEED - I have reviewed this application and have indicated the extent authorized based on technical need. All practices are subject to verification procedures and any other quality control measures.

District Employee Name	Title	Date
AUTHORIZATION: Your request form has been: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Required Completion Date: This practice must be installed and certified at the issuing SWCD by the above date.		
District Authorization by (SWCD Director)	Date	

Virginia Conservation Assistance Program Contract
Part II of III
Page 1 of 2

Required prior to notifying
participant of approval,
and start of work

Cost Share Estimation:		
Lifespan (years):	Estimated Total Cost:	Estimated Total Cost Share:
I (the Applicant) acknowledge receipt of this document. I have received and reviewed the VCAP Program Specifications in the current VCAP Manual and agree to follow the requirements of the program as outlined therein. I understand that substantial deviation from approved projects may result in a decreased cost-share payment by the SWCD for completed projects, or portions thereof, and may result in denial of future cost-share program applications.		
Signature of Applicant	Date	

Required after Steering
Committee and local
Board approval, prior to
start of work

(Original to be retained by the SWCD. Copy with signature provided to the applicant). Date stamp: _____

Virginia Conservation Assistance Program Contract
Part II of III
Page 2 of 2

*No change to Part I or Part II



VIRGINIA CONSERVATION ASSISTANCE PROGRAM CONTRACT
(Part III – Technical Installation and Payment)

PY 2026

Applicant Name:		Contract Number:	
Address:		State:	Zip Code:
Practice Code:		Practice Size (SF, LF, Gal):	
GPS Coordinates:		HUC:	
Dominant Land Use:		Contributing Drainage Area:	
Impervious Area Treated:		Impervious Area Removed:	
Final Total Cost:		Final Cost Share:	

TECHNICIAN PRACTICE INSTALLATION CERTIFICATION:

I certify that all administrative and technical components of any practice listed above for payment and/or tax credit have been completed by an appropriately qualified individual and that each practice meets all applicable standards and specifications necessary for certification and/or payment. All practices are subject to verifications and any other quality control measures.

Name _____ Title _____ Date _____

I, the Participant (Applicant), certify that the information above is true and correct. I have received and complied with all Program Specifications; and I have installed and agree to maintain this/these practice(s) as built for the practice lifespan in accordance with the Program Specifications. "Program Specifications," as used throughout this Contract, means the following documents applicable to this/these practice(s):

- VCAP Program Specifications for this practice;
- Site-specific engineering designs;
- Department of Environmental Quality Best Management Practice Clearinghouse Specifications.

The Program Specifications (together with Parts I and II of this Contract) are included and incorporated by reference within this Contract. I agree to refund all or part of the cost-share financial assistance I have received if my practice(s) is/are found not to meet Program Specifications required at the time of installation/payment or if the practice(s) is/are removed or not properly maintained during the lifespan of the practice(s). I understand and agree that this/these practice(s) are subject to verification checks and any other quality control measure throughout the practice lifespan; and if SWCD staff are unable to access the site for inspection within one month of a request to inspect the site, then this failure will create a rebuttable presumption that I am not in compliance with this Contract. I understand that the sale, lease, or changed use of the property will not exempt me from fulfilling the requirement(s) of this Contract. I also understand that my period of responsibility begins with the acceptance of payment and extends through the lifespan in accordance with program requirements. I understand that my noncompliance can result in removal from participation from the program or a reduction in cost-share funding.

Virginia Conservation Assistance Program Contract
Part III of III; Page 1 of 2

*One change to Part III; Lifespan start & end date spaces added

Lifespan start date begins January 1st of the year following Steering Committee approval of the payment request.

Required with Payment
Request submission to
Steering Committee

I understand and agree that the District and the Virginia Association of Soil and Water Conservation Districts has permission to use any of the photos provided to publicly promote the Virginia Conservation Assistance Program. I understand that the images may be used in print publications, online, presentations, websites, and social media without royalty, fee, or other compensation. To request that photos are NOT used for purposes outlined above, initial here: _____

I understand that the approved BMP cannot be used for the purposes of Nutrient Trading or for regulatory compliance.

The Participant (Applicant) and the Soil and Water Conservation District (SWCD), in consideration for the mutual promises and exchanges described in this Contract, hereby execute this Contract, consisting of the three parts labeled Parts I, II, and III.

Contract Lifespan Start Date: _____

Contract Lifespan End Date: _____

PARTICIPANT:

Print Name: _____

Signature: _____

Date: _____

SOIL AND WATER CONSERVATION DISTRICT:

Print Name: _____

Title: _____

Signature: _____

Date: _____

Must be obtained prior to
disbursing cost-share

Required prior to notifying
participant of payment approval
and disbursing cost-share

COMMONWEALTH OF VIRGINIA
Department of Conservation and Recreation, Division of Soil and Water Conservation, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin or political affiliation. An equal opportunity/affirmative action employer.

(Original to be retained by the SWCD, Copy with Signature provided to the applicant)

Virginia Conservation Assistance Program Contract
Part III of III, Page 2 of 2

*One change to Form 4;
email spaces added

Virginia Conservation Assistance Program

PY 2025



Virginia Conservation Assistance Program

Provided by Virginia Department of Soil & Water Conservation (VDOW)

Contract Number

Agreement Transferring BMP Responsibility

VCAP Form 4

AGREEMENT TRANSFERRING RESPONSIBILITY FOR BEST MANAGEMENT PRACTICE

This agreement is intended to designate the transfer of maintenance responsibility for a VCAP BMP that received cost-share. The present owner of the property has received funding from VCAP to implement a practice on the below-referenced land unit. In return he/she has agreed to maintain the practice until _____ Completion of this agreement acknowledges assumption of responsibility by the new property owner, including the requirement to repay cost-share funds received by the present participant if the BMP is not maintained according to state specifications or in accordance with the Operations and Maintenance Plan described in the Job Sheet (VCAP Form 2).

Contract Number: _____ Name of Soil and Water Conservation District: _____

BMP Latitude: _____ BMP Longitude: _____

BMP Code and Name (if applicable): _____

Practice Size (sq. ft., lin. ft., gal.): _____

PRESENT PARTICIPANT NAME & ADDRESS	NEW PARTICIPANT NAME & ADDRESS
_____	_____
_____	_____
_____	_____

Phone Number: _____ Phone Number: _____

Email: _____ Email: _____


The undersigned hereby certifies that the present participant has transferred to the new participant his or her right and interest in the land unit described above. In consideration of this transfer of ownership or leasehold, it is hereby agreed:

- The new participant hereby assumes the duties and obligations of the present participant under Contract Number _____ to maintain the above BMP for its lifespan in accordance with state specifications or the assigned Operation and Maintenance Plan described in the Job Sheet, and to refund all or part of the cost-share assistance or other provided funding if the practice is found not to meet state specifications, or if the practice is removed or not properly maintained during its lifespan. The new participant agrees to allow District personnel access to his/her property for the purpose of verifying maintenance of BMP.
- The District acknowledges the transfer of the maintenance responsibility. Any cost-sharing or assistance provided under this transfer agreement shall be in accordance with applicable program rules and regulations.

(SIGNATURE OF PRESENT PARTICIPANT)	(SIGNATURE OF NEW PARTICIPANT)
_____	_____
DATE	DATE
_____	_____
SSN or Federal Tax ID#	SSN or Federal Tax ID#
_____	_____
District Board Approved By: _____	Date: _____

Virginia Conservation Assistance Program

PY 2025



Virginia Conservation Assistance Program

Provided by Virginia Department of Soil & Water Conservation (VDOW)

Contract Number

Release Agreement for Eligible Practices

VCAP Form 5

PLEASE READ CAREFULLY BEFORE SIGNING

_____, (the Participant), wish to forego a licensed professional design as required by the Virginia Conservation Assistance Program Manual for the proposed _____ (BMP Description), located at _____ (Address), funded by the _____ Soil and Water Conservation District (the District).

I agree to the following:

- I verify that the design plan submitted is in accordance with the technical criteria in the applicable program standard and specifications.
- I will ensure that the Practice will be built to the design plan which was submitted and in accordance with any manufacturing instructions.
- I hereby release from all liability and hold harmless the District, any of its employees representing or related to the District, any VCAP personnel, and any volunteers or other representatives, for any personal injuries, including death, property loss, or damage in connection with any activity related to the Engineered Practice located at the location stated above.
- I hereby acknowledge that it is my responsibility to abide by any and all local code requirements, state regulations, safety regulations, and manufacturer requirements.

This contract shall be governed by the Commonwealth of Virginia in the City/County of _____ and any applicable Federal law.

Signature of Participant	_____	Date	_____
Signature of District Representative	_____	Date	_____

Virginia Conservation Assistance Program

PY 2025



Virginia Conservation Assistance Program

Provided by Virginia Department of Soil & Water Conservation (VDOW)

Contract Number: _____

Practice: _____

Approved Practice Size: _____

Approved Estimated Cost: _____

Approved Cost-Share: _____

Updated Total Cost: \$ _____	Updated Cost-Share Request: \$ _____	Difference from Approved Cost-Share: \$ _____
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Reason for cost-share adjustment request and any other information necessary for Steering Committee decision to accept or deny this request? Attach any updated cost and documentation. *

Cost Adjustment Prepared By: _____ Date: _____

VCAP SC Decision: _____ Date: _____

Approved Final Cost-Share: \$ _____

*These changes should also be documented in an updated in the contract and submitted with final payment request.

*No changes to Form 5 or Form 7

Minimum Ranking Score Effective July 1, 2025:

65

*New Form 6 (Ranking Sheet)

Improve clarity of use for district staff;

reduce common errors;

Updated cost-effectiveness calculation to account for inflation;

Reduced penalty for smaller parcels that select CL as BMP (or provide opportunity for small parcels to qualify for CL, while maintaining preference for structural BMPs).

PY26 VCAP Practice Ranking Sheet (Form 6)		Contract #	
Fill out this form for each funding application submitted to the VCAP Steering Committee			
Enter / select data in green cells	Practice	Estimated Total Cost	
	Resource Concern	Cost-Share Requested	
Ranking Criteria	Description	Pt Value	Pts Earned
Resource concern identified & addressed by BMP	Erosion: loss or transport of topsoil	20	
	Poor Vegetative Cover: low density groundcover ($\leq 75\%$)	15	
	Excess Runoff: pervious/imperious areas that contribute to runoff	10	
BMP type (select one)		0, 5, or 10	
Ownership (select one)	BMP is for an individual private residence	10	
	BMP is for a public park, school, or facility	10	
	BMP is for a HOA, business, or nonprofit	7	
Applicant is working with partner agency or nonprofit	Nonprofit or partner organization actively involved in design, installation, and maintenance of BMP. Includes organizations like Master Gardeners, Master Naturalists, or other NGOs working on public lands or with private residences. Excludes MOU/MOA partnerships and permitting agencies	5	
BMP is publicly accessible and part of an educational program	BMP is accessible and has educational value. Applicable if located near roads, trails, water, or public facilities and be part of an educational program like an outdoor classroom or demonstration site	10	
Intercepts impervious runoff entering stormwater conveyance system	Qualifying BMPs include RG, DW, CW, RW, BR, IF and PP. Must NOT have an under drain. Proposed BMP provides alternative disconnection. BMP Qualifies when the practice intercepts impervious runoff prior to discharging to the stormwater conveyance	10	
Slope (select one)		0, 5, or 10	
Proximity to stormwater conveyance system or waterway (select one if applicable)	Resource concern located within 40 ft of stormwater conveyance system (ditch, storm drain, or waterway)	20	
	Resource concern located within 100 ft of stormwater conveyance system (ditch, storm drain, or waterway)	10	
Absence of stormwater management facilities downstream of site	Site/drainage area of the resource concern discharges untreated stormwater directly into natural waterway, regardless of the distance to the waterway. A site is considered treated if stormwater flows into an existing stormwater management structure or facility, such as a stormwater pond, retention area, swale, or similar	10	
BMP is located within a watershed with a sediment or nutrient TMDL, or located within a MS4 (Phase I or Phase II)	BMP is located within a watershed with a sediment or nutrient TMDL. TMDL Implementation Plan is not required. BMP is located within in a MS4 (Phase I or Phase II)	10	
Treatment area (not applicable to CL-1 -2 -3 -5, LS)	Enter IAT in SF (include surface area for ISR, PP, GR being converted)		0.0
	Enter CDA in SF should include all impervious and pervious areas draining to BMP		0.0
Installed area	Enter surface area of BMP in SF (applicable to ISR, all CL, RG, CW, all VSC, BR, IF, PP GR).		
	Enter treatment gallons (applicable to DW & RW)		
	Enter linear foot of BMP (applicable to LS only)		
	Enter area of revegetation in SF (applicable to LS only)		
Cost effectiveness	Cost per Impervious Area Treated (\$/SF)	0.00	0.0
	Cost per Installed Area (\$/SF or \$/Gal or \$/LF)	#DIV/0!	#DIV/0!
Pollutant removal efficiency	BMP Pollutant Removal Efficiency (EFF)	#N/A	
	Contributing drainage area weighted runoff value (Rv)	0.25	
	Pollutant Load (lbs phosphorus per year)	0.00	0.0
Total Ranking Score		0.0	

*no change in SUPP Form 8 and Form 9

SUPP offers up to 50% cost-share upon application approval, easing the financial burden of a fully reimbursable program.

Only Districts that have opted into SUPP may provide this resource to their participants.

Districts can opt-in by:

- 1) The District Board agrees to an MOU with the VASWCD; or
- 2) Recording a motion in the District Board minutes detailing participation in SUPP

If the application is conditionally approved by the Steering Committee, SUPP funds will not be released from the District to the applicant until the applicant acknowledges the conditions of approval and any required amendments to the design are made and approved by Association staff.

*no change to the Assignment of Payment Authorization Form

Assignment of Payment allows districts to direct cost-share payments to contractors, installers, designers, and technical providers using the “Assignment of Payment Authorization” form.

If the Assignment of Payment system is used, the district must obtain a copy of a W-9 tax form from the recipient of the payment prior to issuing cost share funds. When payment is directed using the Assignment of Payment form, the district will provide a 1099-NEC to the specified technical provider per the IRS deadlines. If payments bridge a calendar year, the district will issue two 1099's to the appropriate individual or technical provider.

The Assignment of Payment Form can only be used to direct payment to ONE payee. Cost share payments cannot be split between two or more parties (ex: between the landowner/applicant and the technical provider).

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For use in PY26 (July 1, 2025 – June 30, 2026)

Part 1: Program Development and Implementation changes:

- **Program Eligibility:** VCAP participation may be eligible to public, private, non-profits, and commercial landowners, and Tribal Lands within a participating SWCD.
 - page 2, section 1.1.B.2 Participants
- **VASWCD Role:** clarification of VASWCD Board oversight of VCAP:
 - *The VASWCD Board of Directors, in fulfilling its fiduciary responsibilities overseeing VCAP, will approve the VCAP Implementation and Design Manual, Steering Committee membership, and Technical Advisory Committee membership. The VASWCD Board of Directors retains absolute authority over VCAP, encompassing Steering Committee and Technical Advisory Committee membership, this Manual, and all program policies and operations. The Board may enact changes to the membership or manual at any time, for any reason, without prior notice.*
 - page 4, section 1.3.2 VASWCD Role

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Part 1: Program Development and Implementation changes:

- **Steering Committee Role and Responsibilities:** addition of recusal guidance suggested by OAG to avoid conflicts of interest:
 - *In order to avoid conflicts of interest, Steering Committee members should recuse themselves on matters involving (1) the Districts they are currently employed in (2) any Districts which they are or have been an adverse party to in litigation and/or (3) they have been terminated from or have left in poor standing.*
 - page 5, section 1.3.2 VCAP Steering Committee Role
- **Participant Responsibilities:** clarification of landownership changes:
 - *When land ownership changes, such as through a property sale, the participant holding the contract has two options. They may choose to cancel the contract and repay a pro-rated portion of the cost-share amount, or they can complete an Agreement Transferring BMP Responsibility (Form 4) to transfer the contract and its associated maintenance responsibilities to the new owner.*

If the property ownership changes and the new owner does not wish to accept liability for the existing contract, the original BMP owner must return a pro-rated amount to the VASWCD by the District. This repayment is calculated from the lifespan start date (January 1st of the calendar year following payment approval), to the most recent successful inspection.

 - Two locations, same language: page 6, section 1.3.5 Participant Responsibilities & page 11, section 1.5.2 Corrective Action

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Part 1: Program Development and Implementation changes:

- **Practice Completion Deadline:** adjusted from May to June of following calendar year:
 - *All projects approved by the Steering Committee during a given calendar year must be installed, inspected, and submitted for reimbursement by the June Steering Committee of the following calendar year, unless otherwise required by certain funding sources. For example, projects approved in calendar year 2025 have a completion deadline of June 2026. Districts can set earlier due dates to accommodate processing by their Boards or internal committees. Districts should contact the VCAP Coordinator if they foresee obstacles in completing projects before the deadline.*
 - page 6, section 1.3.6 Funding Allocations
- **SUPP Payment Process:** adjusted to reflect current procedures:
 - *If the application is conditionally approved by the Steering Committee, SUPP funds will not be released from the District to the applicant until the applicant acknowledges the conditions of approval and any required amendments to the design are made and approved by Association staff.*
 - page 9, section 1.4.4 Start-Up Payment Program (SUPP)

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Part 1: Program Development and Implementation changes:

- **Phased Applications / Multiple BMPs:** clarification on eligibility of multiple BMPs on the same property:
 - *One single functioning BMP cannot cross property boundaries nor will VCAP accept multiple application from adjacent property owners for the same BMP footprint. Cost-share funding is for the initial installation of a VCAP BMP. Applications seeking additional funds to expand an existing VCAP BMP will not be accepted. Any contiguous BMP is not eligible for multiple cost share payments (ex: phasing).*
 - page 12, section 1.6 Cost-Share Rates and Caps

Part 2: Stormwater Overview – no changes

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Part 3: Eligible Best Management Practices

- **Form 5 Release Agreement:** clarification on applicability of Form 5 based on practice type and parameters:
 - *Depending on the scale of the practice, a Release Agreement (Form 5) may be used to waive the requirement for the design plan to be certified with a stamp from a licensed professional. The Steering Committee must be notified when a participant requests waiving this requirement. The following will be used by Districts as a guide for that determination in accordance with the scale tables below.*
- *Districts may approve the waiver for Small Scale projects.*
- *Steering Committee may approve the waiver for Medium Scale projects.*
- *Large Scale projects cannot waive the requirement for a design plan to be stamped by a licensed professional.*
 - page 26, section 3.1 Release Agreement for Advanced BMPs

Table 3.1: Applicability of Form 5 (Release Agreement) for VCAP Practices Designed without Seal of Licensed Professional.

Practice Type	Parameter	Small	Medium	Large
Bioretention, Infiltration, and Constructed Wetlands	Practice Size	< 500 SF	< 1,500 SF	> 1,500 SF
Vegetated Stormwater Conveyance	Drainage Area Slope	< 1 acre < 2%	< 3 acres < 4%	> 4%
Rainwater Harvesting	Tank Size	< 1,000 gallons	< 3,000 gallons	> 3,000 gallons
Permeable Pavement	Practice Size	< 1,000 SF	< 5,000 SF	> 5,000 SF
Green Roof	Practice Size	NA	< 200 SF	> 200 SF
Living Shoreline	Fetch	NA	< 0.5 miles	> 0.5 miles

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BMP Specification Changes:

Minor revisions, typographical corrects, and clarifications:

- Impervious Surface Removal (ISR) – clarification on removal of stone / rock mulch
- Conservation Landscaping (CL) – clarification on purpose, not intended to replace existing landscaping or foundational plantings
- Rainwater Harvesting (RWH) – clarification on Virginia Department of Health regulations
- Infiltration (IF) – remove restrictions on parking or vehicular traffic
- Permeable Pavement (PP) – clarification on use of fill material and HSG C and D site soils
- Living Shorelines (LS) – removal of conflicting language on contiguousness
- Constructed Wetlands (CW) – formatting updates; TAC to review for alignment with Virginia Stormwater Management Handbook in PY26 for release in PY27

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BMP Specification Changes:

Major revisions by VCAP TAC and Steering Committee to align with Virginia Stormwater Management Handbook:

- Vegetated Stormwater Conveyance (VSC)
- Green Roofs (GR)

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Vegetated Stormwater Conveyance (VSC)

A. Purpose

Vegetated Stormwater Conveyances are designed to mimic natural drainage processes, offering a more sustainable and effective approach to stormwater management than traditional pipe systems. They help to protect water quality, reduce erosion, and manage stormwater runoff in a way that benefits the environment. **Vegetated Stormwater Conveyances must be implemented to enhance existing channels or swales and shall not be used to create new channels or swales that alter established drainage flow paths.**

- **Dry swales (VSC-DS):** shallow channels with a series of check dams that provide temporary storage to allow infiltration of the treatment volume (Tv). Dry swales use an engineered soil media as the channel bed with an under drain if necessary.
- **Wet Swales (VSC-WS):** shallow channels with check dams that create more permanent pools and provide enhanced pollutant removal within the conveyance. Linear on-line or off-line wetland cells are formed within the channel to create saturated soil or shallow standing water conditions to maintain a wetland plant community. The saturated soil and wetland vegetation provide an ideal environment for gravitational settling, biological uptake, and microbial activity.
- **Regenerative Stormwater Conveyances (RSC):** treat and convey stormwater through a combination of sand, wood chips, native vegetation, riffles, and shallow pools. RSCs are designed to convey water while minimizing erosion. RSCs shall only be considered after all other measures have been evaluated, this Manual focuses on the **Step-Pool Conveyance Swale (VSC-SPCS)** type of RSC.

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Vegetated Stormwater Conveyance (VSC)

B. Site Criteria

- **Dry Swales (VSC-DS):**

- Dry Swales shall have a maximum total contributing drainage area of 5 acres.
- Site soils must be capable of infiltrating stormwater runoff (>0.5 inches/hour). An infiltration test must be performed. Ponded water should be retained no longer than 48 hours.
- Depth to water table shall be ≥ 1 foot from bottom of excavation. If the seasonal high water table is identified as a potential concern based on field or desktop analysis, it should be verified by a professional soil scientist (Contact Extension, NRCS, or Society of Professional Soil Scientists for local providers).
- Depth to bedrock shall be ≥ 2 feet from bottom of excavation.
- The longitudinal slope of the designed channel should be less than 4%.
- Cannot be placed on wetland soils.
- If practice is placed within areas designated as the FEMA 100-year flood plain, 1% annual chance flood plain, the impact of floodwaters on the practice should be taken into consideration.
- Shall be located at least 10 feet from building foundations (includes basement and crawl space walls, slabs on grade), greater if upgradient. May not be appropriate near buildings where there is significant risk for basement seepage.
- Impact on septic drain fields should be evaluated prior to application submission. Consult local setback requirements.

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Vegetated Stormwater Conveyance (VSC)

- **Wet Swales (VSC-WS):**

- Shall have a maximum total contributing drainage area of 5 acres.
- The longitudinal slope of the designed channel should be less than 2%.
- Wet Swale sites should have poorly draining soils or high water table elevations. Infiltration rate should be <0.5 in/hr and the pooling of runoff will exceed 48 hours and can be up to 3 weeks.
- Shall not be appropriate where high pollutant or sediment loading is anticipated due to potential contamination of the groundwater.
- Shall be located at least 10 feet from building foundations (includes basement and crawl space walls, slabs on grade), greater if upgradient. May not be appropriate near buildings where there is significant risk for basement seepage.
- Impact on septic drain fields should be evaluated prior to application submission. Consult local setback requirements.

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Vegetated Stormwater Conveyance (VSC)

- **Step-Pool Conveyance Swales: (VSC-SPCS):**
 - Shall have a maximum total contributing drainage area of 50 acres.
 - Most often applicable to small headwater ephemeral swales, below pipe outfalls, or steep gullies.
 - Longitudinal site slopes of 5% or less are recommended. Cascade grade control structures and additional settling pools should be used if the slope of the designed channel is >5%.
 - Shall not be appropriate where high pollutant or sediment loading is anticipated due to potential contamination of the groundwater.
 - Local ordinances should be consulted to determine minimum setbacks. Offsets are measured from the top of bank of the pools and riffle channel sections.

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Vegetated Stormwater Conveyance (VSC)

- **Applicable to All Types:**

- Shall be designed with enough capacity to convey runoff from the 10-year design storm event within the channel banks and be non-erosive during the 10-year design storm events (See Appendix A.2-A.4 for Calculations).
- Adequate conveyance of stormwater into and out of practice shall be in accordance with Appendix A.4 of this Manual or refer to Virginia Stormwater Management Handbook.
- Temporary and permanent channel linings must be verified as adequate for design flows and should include maximum permissible velocity specifications. Channel linings should be installed according to the manufacturer's recommendations and in accordance with the Virginia Stormwater Management Handbook.
- Minimum planting density of 75% shall be achieved within two years of installation. Required density and minimum ground covers for all plantings will be based on mature size of approved species.
- Plant species must be considered native or nativity uncertain by the Flora of Virginia. Annual plants and harvestable vegetables are not allowed in the landscape plan and are not eligible for cost share. See Helpful Technical References for Flora of Virginia.
- Species, density/rate of seeding or planting, minimum quality of planting stock and method of establishment shall be specified as part of the application.
- Should not discharge directly into a natural stream channel and must be dispersed into a stable riparian buffer or vegetated filter strip. Design must ensure a stable, adequate outfall condition will exist (See Appendix B).
- If applicable, **engineered soil media** of 80-90% sand by volume; 10-20 % soil fines by volume; and 3-5% leaf compost by weight. For simplification, the soil media could be made (DIY) from a Sand-Soil-Leaf Compost ratio of 4:1:3 by volume. WS may be less sandy and SPCS may use a mulch/sand mixture with larger woody components. The engineered soil media must be clean (free from debris and weed seeds) and homogenous or well-mixed. Test datasheets should be provided by vendor.

Suggested Spacing	
Perennials	1-2 feet
Grasses	2-3 feet
Small Shrubs (<6 feet)	3-5 feet
Large Shrubs (> 6 feet)	6-8 feet
Small Trees (< 25 feet)	25 feet
Medium Trees (<40 feet)	30 feet
Large Trees (> 40 feet)	35 feet

General Design Criteria as well as detailed design criteria per sub-type

Updated Design Plan Components section

Updated Operation and Maintenance section

Updated Technical References

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Green Roofs (GR)

A. Purpose

Green roofs are designed so that water drains vertically through the medium and then horizontally along a waterproofing layer towards the outlet. There are two types of green roof systems:

- **Intensive Green Roofs:** growing medium layer that ranges from 6 inches to 4 feet thick, which is planted with a wide variety of plants including trees.
- **Extensive Green Roofs:** growing medium layer that ranges from 4-6 inches, which is planted with carefully selected drought-tolerant vegetation. These systems are recommended for use on buildings on most development and redevelopment sites.

This manual focuses on green roofs where stormwater management is the primary design objective. This specification covers extensive green roofs. Intensive green roofs, as defined by the Virginia Stormwater Management Handbook, are also eligible for cost share but are not covered by these specifications.

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Green Roofs (GR)

C. Design Criteria

- All practices detaining and/or infiltrating runoff must be sized to treat a 1-inch rainfall volume as per the Virginia Stormwater Management Handbook.
- Plant establishment may be plugs/containers; cuttings; seeding; vegetated mats; or modular/tray systems.
- Minimum planting density of 80% shall be achieved within two years of installation. Required density and minimum ground covers for all plantings will be based on mature size of approved species.
- Only viable, high-quality seed or planting stock that is shallow-rooted, self-sustaining, and tolerant of direct sunlight, drought, wind, and frost should be used. Sedum, herbaceous plants, and perennial grasses, see suggested species chart and references for details.
- Seeding or planting must be done at a time and in a manner that best ensures survival and growth of the selected species. The planting window extends from the spring to early fall, allowing plants to root thoroughly before the first killing frost. Green Roofs should not be planted in the winter.
- Temporary irrigation is often necessary during dry months as the roof is established.
- Only the minimum amount of fertilizer necessary to establish vegetation growth shall be utilized (according to soil test report).
- Roof pitch shall be a minimum of ¼":12" (2%) and no more than 4":12" (33%).
- Design should accommodate flow and velocity appropriately, See Virginia Stormwater Management Handbook for guidance as needed.
- Drainage layer shall be a minimum of 1 inch of pea gravel or a mat system.
- **Growing medium** should be composed of approximately 80% to 90% lightweight inorganic materials, such as expanded slates, shales or clays, pumice, scoria, or other similar materials. The remaining medium should contain no more than 20% organic matter, normally well-aged compost. The growing medium should have a maximum water retention capacity of approximately 30%.
- Green Roof structural loads shall comply with Chapter 16 of the latest edition of the International Building Code.
- All material specifications and construction details shall be in accordance with the manufacturer's recommendations and Virginia Stormwater Management Handbook, P-FIL-02 Vegetated Roof.

Design Criteria no longer specifies minimum square footage

Updated Operation and Maintenance section

Updated Technical References

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Green Roofs (GR)

H. Sample Plant Palette for Green Roofs

<i>Dianthus</i>	<i>Sedum reflexum</i>	<i>Allium cernuum</i>
<i>Campanula rotundifolia</i>	<i>Sedum spurium</i>	<i>Andropogon gerardii</i>
<i>Festuca glauca</i>	<i>Rudbeckia hirta</i>	<i>Bouteloua gracilis</i>
<i>Oenothera macrocarpa</i>	<i>Sedum Matrona</i>	<i>Achillea millefolium</i>
<i>Echinacea purpurea</i>	<i>Sempervivum</i>	<i>Potentilla verna</i>
<i>Opuntia humifusa</i>	<i>Dianthus</i>	<i>Delosperma 'Tiffendell Magenta'</i>
<i>Sedum sichotense</i>	<i>Potentilla tridentata</i>	<i>Hieracium lanatum</i>
<i>Amsonia tabernaemontana</i>	<i>Phlox subulata</i>	<i>Sedum lineare 'Variegatum'</i>
<i>Schizachyrium scoparium</i>	<i>Sedum</i>	<i>Sedum makinoi</i>
<i>Ratibida pinnata</i>	<i>Sedum spurium</i>	<i>Sedum tetractinum</i>
<i>Sorghastrum nutans</i>	<i>Sporobolus heterolepis</i>	<i>Sedum stoloniferum</i>
<i>Sedum spurium</i>	<i>Eryngium yuccifolium</i>	<i>Delosperma cooperi</i>
<i>Sedum telephium</i>	<i>Talinum calycinum</i>	<i>Delosperma ecklonis var. latifolia</i>
<i>Sempervivum Saturn</i>	<i>Jovibarba allionii</i>	<i>Hieracium villosum</i>
<i>Sedum sexangulare</i>	<i>Tulipa</i>	<i>Orostachys boehmeri</i>
<i>Sedum floriferum</i>	<i>Sedum takimensiense</i>	<i>Sedum hispanicum</i>
<i>Sempervivum arachnoideum</i>	<i>Sedum reflexum</i>	<i>Sedum pluricaule var. ezawe</i>
<i>Camassia leichtlinii</i>	<i>Aquilegia</i>	<i>Sedum urvillei</i>

(VSMH Table P-FIL-02-5; Pollak Building at Virginia Commonwealth University)

Specification section now includes suggested GR plant list / sample palette

This list is specifically for Green Roofs (GR) and shall not be used for other BMPs described in this manual.



Final Reminders

1. Both the slides presented today, and a recording of this webinar will be posted on the [VASWCD VCAP Employee Resources Page](#).
2. The Tenth Edition VCAP Manual will be available on the VASWCD website next week. Please review it thoroughly to familiarize yourself with its contents.
3. Minimum rank is now 65: tutorial on the new ranking sheet, including when and how to use the CL-1, 2, 3 unforested area criteria, will be shared and posted on the VASWCD website.
4. If you would like a hard copy of the manual, [please request it here](#). We will only order printed manuals if it is cost-effective to do so.

Questions?